



High School Registrar

FLSA Status:

Non-Exempt

Qualifications:

High School diploma (required)

Experience:

Desire to continue career improvement by enhancing skills and job performance

Clearances:

Criminal Justice
Fingerprint/Background
Clearance

Support Staff Salary Schedule:

Range 16

Reports to

Building Principal

Terms of Employment

260 days per year, 8 hours per day, with benefits according to Board policy.

Purpose Statement

The job of Administrative Assistant - Registrar/Guidance (High School) is done for the purpose/s of providing clerical support to guidance counselors at a school site; establishing and maintaining records; compiling and distributing materials and reports; and responding to inquiries from a variety of internal and external sources.

Essential Job Functions

- Register new students: Request records from other schools, collect the necessary data including, but not limited to, health, discipline, technology, transportation, and proof of residency, birth certificate and social security number, IEP information if necessary.
- Prepare cumulative folders and assist counselors and administration in enrolling students.
- Transcribe the transcript from former school and input data into SISK12.
- Prepare student data to send to transferring school on students withdrawing from school.
- Review all progress and report cards for accuracy and email and/or mail to parents.
- Input grades onto transcript form online, correspondence and summer school courses.
- Up keep of student information such as address, telephone numbers, emergency contacts, etc.
- Handle all transcript requests for existing student body (for colleges and scholarships) and former students to colleges and employers.
- Assist administration with testing.
- Compile information and reports for staff members and administration. Ex: class list, core data, and various reports out of SISK12.
- Assist counselors with scheduling and changes.
- Assist with the student body enrollment in the fall and mailing enrollment forms home in the spring.
- Assign and keep all locker assignments.
- Check schedules for enrollment errors and incomplete schedules.
- Prepare academic awards and coordinate ceremony with administration.
- Maintain and update student's grades, attendance and calculations of GPA.
- Assist with graduation duties.
- Prepare and distribute student check out forms.
- Summer school attendance, grades and EOC testing assistance.
- Work with district Core Data director for all high school SISK12 reports.
- Type Teacher Handbook.

- Consistent and regular attendance is an essential function of this position.
- Required to use time clocking system for clocking in and out each day they are scheduled to work. Clocking must reflect true time worked.
- Ability to work to implement the vision and mission of the district.

Other Job Functions

- Provides phone coverage as needed and answers phone in a pleasant respectful manner and routes calls to appropriate personnel.
- Operates personal computer and peripheral equipment, photocopier, and other office equipment with high degree of skill.
- Greets visitors and clients in a pleasant respectful manner and responds to inquiries in a timely manner.
- Demonstrate professionalism and appropriate judgment in behavior, speech, dress, and appropriate professional manner for the work setting.
- Maintains strict confidentiality.
- Demonstrates effective human relations and communication skills.
- Adheres to good safety practices.
- Adheres to all district rules, regulations, and policies.
- All other duties as required or assigned.

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: English grammar/punctuation/ spelling/vocabulary; office equipment/software; and office practices.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; displaying tact and courtesy; maintaining confidentiality; setting priorities; being attentive to detail; working as part of a team; and working with frequent interruptions.

Physical Demands

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 20% sitting, 60% walking, and 20% standing